APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

Attention: Scheduling	, -	<u> </u>	
FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE
Application Date	Department of Public Safety	Application Number	
· · · · · · · · · · · · · · · · · · ·	Driver Support Division	ا دے ا	
	Accident Reporting Unit	<u> </u>	138-A
Application Number	P. O. Box 1456	Date Received	Date Completed
	Atlanta, Georgia 30301	JUL 1 3 1984	AUG 6 1984
2 Danes 4- 0	▼		
2. Person to Contact Ms.	Brenda Raines Working Title Superv	/isor	Telephone Number 5898
b. Dispose of present ac	n What is the function of the Division and the Of	e; if different)	eries is created?
Reporting Section, tion, and Motor Ca	rative and supervisory support to the D , No-Fault Insurance and Permits Section arrier Safety Unit.	on, Motor Vehicle	Inspection Sec-
	les of the Division are directed toward or vehicle safety, accident and enforce ility.		
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capabilities, moto of driver insurabi	or vehicle safety, accident and enforce ility. This file contains the following documents (include forms)	ement reporting, a	nd assurance
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Х		a. Is this the office If not, where is	ial copy of the series?				*
	Х		contain confidential information	on requiring	security handling? If yes, c	te law or regulatio	n. ii
	X	c. Is this a vital re	cord?				
	X	d. Does this series	have historical or long term re-	search value?)	1	
	N/A		vo documents in the file make i	t necessary t	o keep the entire file for a lo	ong period, could t	hese
χ			scheduled separately? ion contained in this series ever	nublished?	'If yes attach copy A	nnual Renort	<u></u>
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		If yes, attach co	<u>ору. Monthly sum</u> ma	<u> </u>			
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	a. Stat	te Law	years.	đ	. Audit period		years,
		tute of limitation	years.		Administrative need	10	years.
	c. Fed	leral law	years.	f.	Federal retention instruction	ons	years.
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		Recor	rity Copy- Cut off fill of Center; hold 10 center of Accident Reposition and future accumulations and future accumulations.	years	s; then destro	transfer to	State
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Agei	ncy He	ad/Designee (Signa	nture) Date	Record	Is Management Officer (Sig	inature)	Date
/	4.	- doze 203	26 Jun 12	24	ma Lee De	200 () EM	16/20/8
	\7 '	1.283			State Records Committee (S	Signature)	Date
Reco	ommer	idations in para-	(1	ngria (ure)	
grap	h 12 ai	e approved.	State Auditor/Designee	Na	- Should		8-2-84
	icappro pl-nat	oved, attach letter tion.)	Secretary of State/Designee	4 desta	ud Welden		7/31/94
	,		7	Juny			1-1-
	1	A Comment of the Comm	Attorney General/Designee	- Jel	withers.	ens	4/3/24
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AH-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

4374-21

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention. Scheduling .		Commence of the second			
FOR AGENCY USE	1. Agency Address		FOR RECORDS M	ANAGEMENT USE	
Application Date	Department of Pu		Application Number		
	Driver Support D		177-43	8-A	
Application Number	Accident Reporti		Date Received	Date Completed	
	Post Office Box		UUN 1 3 1978	JUN 22 1978	
	<u>Atlanta, Georgia</u>				
2. Person to Contact		Working Title		Telephone Number	
Captain E. R. Stephe	enson	Supervisor		656-5898	
3. Action Requested	1				
a.					
b. Dispose of present as			and the second	en e	
c. M Amend Application 1. Dates of Series		ck One: £ Change; Superce			
Earliest Latest	5. Necolus delles little fit	mowed by true used in office, it u	nreiency		
				1	
1970 Present		Investigation File			
6. Division and Office Function	What is the function	n of the Division and the Office in	which this record serie	es is created?	
Driver Support Divis	zion			•	
Diivei Support Divis	51011				
Provides administrat	ive and supervisory	support to the Driver	Services Section	Accident	
Reporting Section.	No-Fault Insurance a	nd Permits Section, Mot	or Vehicle Inspe	ction Section	
and Motor Carrier Sa	afety Unit.		or venicate inope	ceron occeron,	
•			•		
The responsibilities	s of the Division ar	e directed toward the i	mprovement of dr	iver capabi- 🔭	
lities, motor vehicl	le safety, accident	and enforcement reporting	ng, and assuranc	e of driver	
insurability.					
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7. Record Series Description	Attach samples of the file	lowing documents (include form n e.	urnoers and titles, it an	(y);	
Documents relating to:	•	vehicle accidents.	,		
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Included are:	Traffic accident in	vestigation report, For	n DPS-523, and r	elated material.	
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File is arranged:	Numerically by accid	ent report number.	9	.	
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8. Monthly Reference Rate		s referred to which are:			
		nonths old $2,500$; Thirteen	to twenty-four months	old 1,500 ;	
twenty-five months and olde	er <u>1,000</u> .7		1		
9. Annual Rate of Accumulation	on of Records		App	roximately 150 +	
Letter-size drawers	; Legal-size drawers	; Shelves;	Other (specify) 266	roximately 150 to Microfilm cart.	
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YES NO 10. Quastionnaire		olumn) i i i i i	14
	icial copy of the series?		44
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x b. Does the serie	es contain confidential information	n requiring security handling? If yes, cite law or regu	ation,
x c. Is this a vital i	record? i		
x d. Does this serie	es have historical or long term rese	earch value?	The same of the sa
		necessary to keep the entire file for a long period, co	ıld these
	scheduled separately?	and the state of t	
V	<u>1</u> '- '- '- '- '- '- '- '- '- '- '- '- '-	published? If yes, attach copy.	
g. is the information of the second of the s		analyzed and/or recorded in a summarized report?	
		ce, or in another office or agency?	
X If yes where?		i.	
x i. Is this series (or a major portion of itl regularly	microfilmed; Has been discontinued	The state of the s
xlL Does the reco	rd series result in a computer prin	itout?	
11. Retention Requirements	The following require	res the series to be kept: 6 years	· · · · · · · · · · · · · · · · · · ·
e. Stata Law	x years.	d. Audit period	years.
b. Statute of limitation			years.
c. Federal law	years,	f. Federal retention instructions	years.
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Attach copy or excert of	laws or regulations. Explain admi	inistrative need.	· · · · · · · · · · · · · · · · · · ·
(cite law) 570-	-201 Public Availabili	ty of Accident Reports	•
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State law require	es that the Department	furnish copies for court purposes.	
12 Americal Observation Levi	This area as a second	and that the file series he are aff as the series of	;
12. Approved Disposition Inst		nends that the file series be cut off at the end of each:	4
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(3) Hold in the current file	es area month(s) 1	vear(s): then	
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Other (Specify)			
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i nese instructions apply t	o all prior and future accumulation	ons of the series.	
Agency Lad/L sign a (Signa	ture) Date	Records Management Officer (Signature)	Date
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	1 1//2	I \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	/ j
1 Kenfen	6/13/18	Law Wilson CRM	6/12/18
1 January	6/13/18	State Records Committee (Signature)	6/12/18
Recommendations in para-	6/13/18	State Records Committee (Signature)	6/12/18 Date
•	6/13/18 State Auditor/Designee	State Records Committee (Signature)	6/12/18 Date
graph 12 are approved. (If disapproved, attach letter	State Auditor/Designee	State Records Committee (Signature)	6/12/18 Date
graph 12 are approved. (If disapproved, attach letter	State Auditor/Designee Secretary of State/Designee	State Records Committee (Signature) Canall Haw	6/12/18 Date 6-20-18 6-11/8
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) Cancel Haw Millell	6/12/18 Date 6-20-28 67/19/5 6/20/18



AR-50-71, Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Public Safety: Application Date Application Number Driver Support Division 77- 438 Accident Reporting Unit Date Completed Application Number P. O. Box 1456 OCT 3 1 1977 NOV 1 0 1977 Atlanta, Georgia 30301 Working Title 2. Person to Contact Telephone Number Captain E. R. Stephenson Supervisor 656-5898 3. Action Requested a.

Establish Retention Schedule: record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. 🗷 Amend Application No. 24 Check One: 🗆 Change; 🗅 Supercede; 🗆 Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Traffic Accident Investigation File 1976 Present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Driver Support Division Provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities, motor vehicle safety, accident and enforcement reporting, and assurance of driver insurability. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file, Documents relating to: Investigating motor vehicle accidents. Included are: Traffic accident investigation report, Form DPS-523, and related material. File is arranged: Numerically by accident report number. 8. Monthly Reference Rate How often are records referred to which are: One to six months old $\frac{2,500}{}$; Seven to twelve months old $\frac{2,500}{}$; Thirteen to twenty-four months old $\frac{1,500}{}$ twenty-five months and older___1,000__? 9. Annual Rate of Accumulation of Records ; Shelves ____; Other (specify) Approximately 150 to Letter-size drawers ______; Legal-size drawers ____

YES	NO_	10. Questionnaire	(Place an "X	"in the proper $lpha$	olumn)		,
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7	x		· · · · · · · · · · · · · · · · · · ·	ential information	requiring security handling	? If yes, cite law or regula	tion
	X	c. Is this a vital r	ecord?	1.		<u>, </u>	
	X			or long term rese	arch value?	1 1	
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X		og. Is the informa	ion contained i		inalyzed and/or recorded in		
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		tute of limitation	***************************************	years.	e. Administrative		
	c. Fed	derai law	⁹	years.	f. Federal retentio	n instructions	years.
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		copy or excerpt of	laws or regulation	ns. Explain admir	histrative need.		:
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-		e approved.	State Audi	tor/Designee	mal	- M	11-8-77
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